



CITY OF ATLANTA

Job Announcement

ACCOUNTANT, SENIOR

STARTING SALARY: \$42,767

Salary Grade: 21

Applications Accepted From: January 23, 2006 until February 3, 2006

Minimum Job Requirements

Persons applying must have graduated from an accredited college or university with a bachelor's degree in Accounting, Finance, or Business/Public Administration or related field and have three (3) years of professional accounting experience; thorough knowledge of the principles and practices of accounting; Oracle applications and MARS/G experience a plus. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job

This employee supervises and performs complex accounting, financial and budgetary functions; performs review and coordinates the reconciliation process, assists in the generation of monthly financial reports, auditing tasks; prepares formal financial statements and reports; reviews and recommends improved accounting practices; implements updated computer applications to accounting systems; provides accurate accounting information and recommendations to auditors, division managers, Bureau Director and staff; reviews bank reconciliation, ordinances, resolutions transfers, budget adjustments and expenditure transfer requests to ensure accuracy.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.us

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION. POSITIONS MAY ALSO HAVE TO OBTAIN PRIOR TO AND MAINTAIN SECURITY CLEARANCE TO THE RESTRICTED AREAS OF THE AIRFIELD AND TERMINAL.